

S E C R E T

9 July 1987

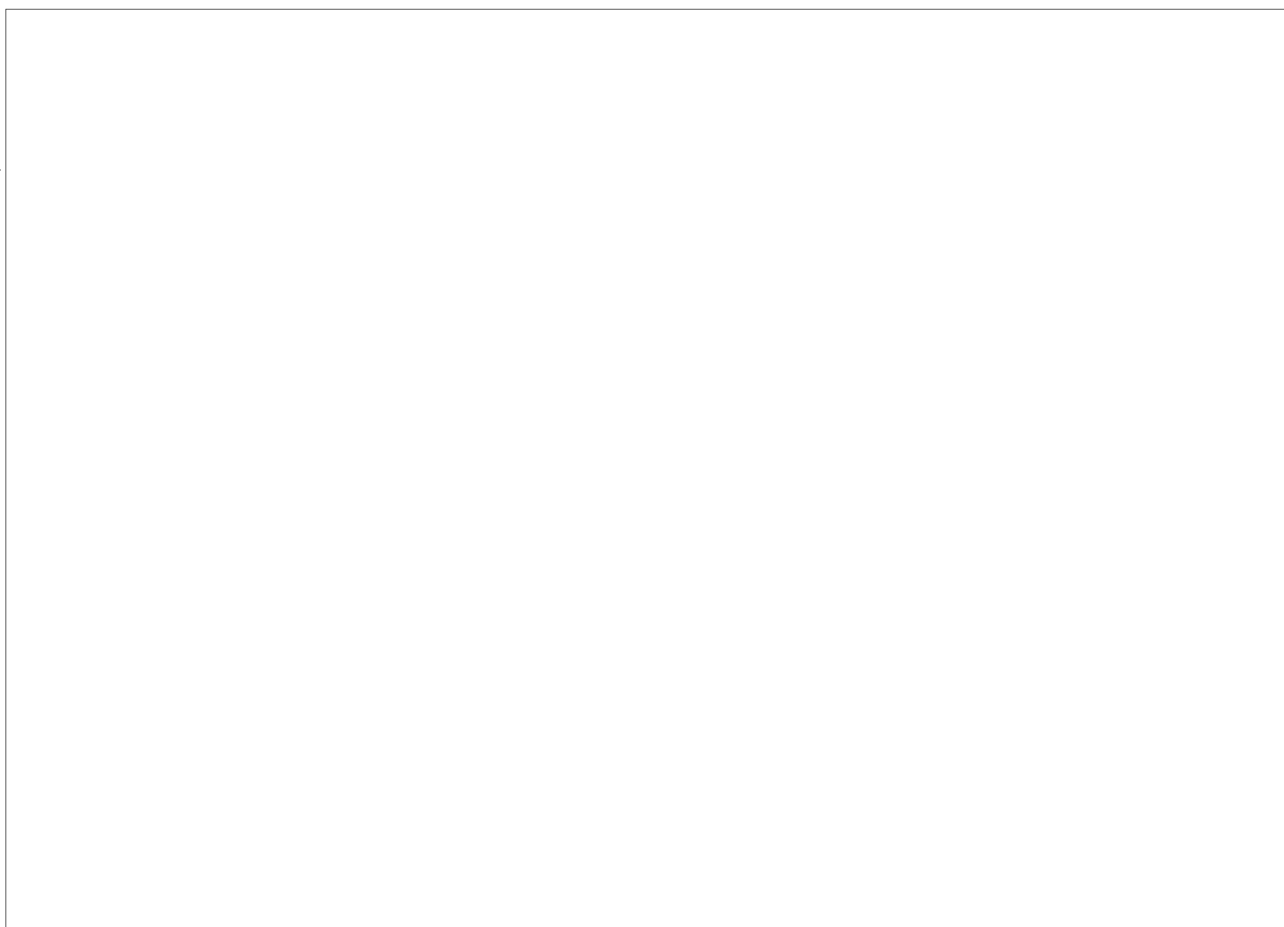
MEMORANDUM FOR: Deputy Director for Administration


25X1 FROM:

Director of Training and Education

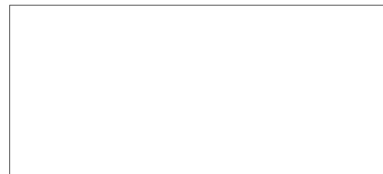
SUBJECT: Weekly Report

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25X1 4. OTE's Language Training Division completed the pilot running of a Japanese language "survival" course on 26 June. The course went well and will become a regular part of our Japanese language curriculum. 

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SUBJECT: Weekly Report

5. OTE's Secretarial Training Branch met on 7 July with Dr. Jesse Colson, former Chief of Secretarial Training at the Foreign Service Institute, who is under contract with OTE to help design a self-paced clerical training center which will be located in the new Headquarters Building. The center should be operational in the spring of 1988.

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5. From 21-26 June 1987 LTD Testing Specialist, [redacted] participated in a review of NSA's language refresher courses. LTD provided the sole outside reviewer. The goal of the review was to determine if NSA's courses met user needs, the basic one being to refresh skills which were once R-2/L-2. Eight courses stressing reading, listening, and transcription in seven languages were reviewed: Arabic, Chinese (Mandarin), German, Hebrew, Korean (two courses), Russian, and Spanish. Two courses were innovations. The Chinese course was self-pacing and stressed acquiring characters for reading. The Hebrew course employed interactive video in supplementary modules. Other languages plan to use hi-tech in future course design. User briefs during the review suggested that by and large the materials are usable in their present form. The question is whether these refresher courses are as usable as they might be. [redacted]

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6. There were 45 reading and 47 oral proficiency tests the past week compared to 77 reading and 68 oral proficiency tests the previous week.

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S E C R E T

7 July 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

Chief, Information Systems Training Division

SUBJECT: ISTD Weekly Report - 1 - 7 July 1987

On 9 July, [] will brief the COMIREX Automated Management System (CAMS) Committee or CAMSCOM on the preliminary results of the computerized survey of CAMS users. This summary is being used to help evaluate the CAMS training program, which is conducted cooperatively with COMIREX by the Information Systems Training Division. A more detailed analysis of survey results will lead to recommendations for any changes in the training program for consideration and decision by COMIREX and OTE management.

7 July 1987

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [REDACTED]

Acting Chief, Intelligence Training Division

25X1 SUBJECT: IT Weekly Report [REDACTED]

1. The latest running of the Analysis Training Course for 13 DI-bound Career Trainees concluded on 26 June. The students distinguished themselves by their maturity, their willingness and ability to tackle difficult writing and briefing exercises, and their openness to constructive criticism. The co-directors of the course, [REDACTED] and [REDACTED] were impressed with the students' performance and confident they will be strong additions to the DI. [REDACTED]

2. Nineteen DI analysts--graduates of different runnings of the Seminar on Intelligence Analysis (SIA)--met with members of the Analysis Training Branch (ATB) on 1 July for a pizza-lunch reunion to assess the Seminar's impact. They reported adapting SIA techniques to their work and teaching them to colleagues. The graduates were impressed with ATB's recently published handbook on Analytic Techniques taught in the SIA and took extra copies for associates. [REDACTED]

25X1 SECRET [REDACTED]

25X1 SUBJECT: IT Weekly Report

6. Gregory Guroff, Deputy Coordinator of the President's U.S.-Soviet Exchange Initiative and former Cultural Affairs Officer in Moscow (1982-1985), lectured on "Why They Behave Like Russians" in the first of our Soviet Foreign Policy Lecture Series on 6 July. He noted that great changes were going on, and that both the government and academic communities have paid too little attention to the nature of Soviet society. He described World War II as the seminal event in modern Soviet history, with the central issue being patriotism, not Marxism-Leninism. He described a strict bifurcation between public and private life for most Russians, and contrasted this with the Western stress on public success and achievement. He discussed the enduring split between the intelligentsia and the masses, and the very different value systems that underlie U.S. and Soviet society.

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25X1 SECRET

7 July 1987

MEMORANDUM FOR: Director of Training and Education

FROM:

Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

1. On 30 June, [] an instructor in SACTD's Communication Training Branch, met with managers from a branch in the Counterterrorism Center to arrange for writing training to be conducted at a remote site using materials provided by CTC. The Training is scheduled for later summer. []

2. ~~Instructors from~~ ^{OTE} SACTD's Secretarial Training Branch met on 7 July with [] who is under contract to design the facilities and ~~courseware for~~ ^{new} self-paced clerical orientation center in the new Headquarters Building. [] ~~has completed the first of seven phases of the project: audience and task analysis.~~ ^{which will be located} The center should be operational in the spring of 1988. []

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Administration Division Weekly
29 June-2 July 1987

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Conferencing

[Redacted]

Preliminary roster for O/Comptroller Conference 12-14 July received; DDCI will address the group the night of 13 July.

Miscellaneous

DDA and ADDA have been invited to present awards to Employees of the Trimester at a ceremony on 22 July in Room 902.

Training Selection Board

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Enrolled [Redacted] C/CTD in Aspen Institute's Executive Seminar, 5-18 July 1987. Rick was a last minute replacement for [Redacted] D/NESA, who had to withdraw. [Redacted]

Sent a nomination letter to Harvard with the names of officers to attend the program for ~~six~~ Senior Executives in National & International Security in August for 2 weeks.

PERSONNEL

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DC/PB is on annual leave through 6 July. [Redacted] is on annual leave through 10 July.

On 29 June, all Agency employees currently covered under Civil Service Retirement received their election forms for conversion to FERS. Forms must be completed even if the individual is not converting to FERS. Employees have from 1 July through 31 December to decide.

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On 29 June C/PB attended the DA Personnel Officers meeting. Mr. Larry [Redacted] Deputy Director for Employment briefed the attendees on the HRTIF, and Employment Processing. He also announced that the Agency reached ceiling on 26 June and will most likely be at FY-1988 ceiling on 1 October 1987.

On 1 July a representative from the Office of Personnel and C/PB converted 47 MT Careerists from LTD to Staff employment. Effective date will be 19 July.

Katherine arranged with Media Production Branch to have names printed on the certificates for OTE's Employees of the Trimester. Certificates will be presented by the DDA on 22 July.

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Katherine continues to gather SIF's and PAR's for the GS-14 Panel meeting to be held on 29 July. The majority of SIF's have been returned with 16 PAR's still outstanding. However, PAR's are being completed and are due 10 July.

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Check In's:

	<u>Grade</u>	<u>Office</u>	<u>Title</u>
25X1	IS-02	DDC/PEDS	Secretary

Budget & Finance

FY 88 2420 Contract renewals were received and processed for Logistics.

A cash count was conducted by 2 ISTD employees on 1 July 1987.

CofC Renovations

Grill work continues on the 1st floor. All electrical wiring for relocation of Guard's Station has been completed.

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New Classroom Space Contract for renovation has been mailed to contractor. Completion date for construction should be the last week in August.

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